

Sample Threat and Assault Log

This type of log can help summarize and characterize reports of threats and assaults in your company over the course of a year. This information may prove helpful to your workplace violence prevention group (or administrator) when considering the need for additional hazard assessment, prevention measures or training.

Threat and Assault Log Year:						
Threat and Assault Information	January – June		July – December		Total	
Number of Threats and Assaults						
<i>Type of Threat or Assault</i>	# Threats	# Assaults	# Threats	# Assaults	# Threats	# Assaults
Type 1 / Threat or assault by stranger						
Type 2 / Threat or assault by customers/clients						
Type 3 / Threat or assault by co-workers						
Type 4 / Threat or assault by personal relations						
<i>Gender of Victims and Perpetrators</i>	# Threats	# Assaults	# Threats	# Assaults	# Threats	# Assaults
Number of female victims						
Number of male victims						
Number of female perpetrators						
Number of male perpetrators						
<i>Time of Threats and Assaults</i>	# Threats	# Assaults	# Threats	# Assaults	# Threats	# Assaults
Day shift						
Evening shift						
Night shift						
On weekend						
<i>Location of Threats and Assaults</i>	# Threats	# Assaults	# Threats	# Assaults	# Threats	# Assaults
On work premises						
Parking lot						
Other duty station						
<i>Other Considerations</i>	# Threats	# Assaults	# Threats	# Assaults	# Threats	# Assaults
Threats and assaults involving firearms						
Threats and assaults involving other weapons (not firearms)						
Number of cases where the victim was working in isolation						
<i>Result of Threats and Assaults</i>	# Threats	# Assaults	# Threats	# Assaults	# Threats	# Assaults
Death						
Physical injury						
Stress/psychological impairment						
No injury						